

Procurement File Contents for Competitive Sealed Bidding Procurements

| DESCRIPTION | CHECK (✓) |
|---|--------------|
| I- Advertising- | |
| a. Copy of Bid Board Notice | |
| b. Printout of EMM Solicitation | |
| c. List of Directly Solicited Vendors | |
| d. Copy of Notice to GOMA | |
| e. Printout of Website Posting | |
| II- IFB- | |
| a. Original Released IFB | |
| b. Final Copy of IFB with amendments; | |
| III- Determinations- PRG; Use of Multi-step Sealed Bidding | |
| IV- Amendments- 1,2,3,etc.; | |
| V- Pre-Bid Conference- | |
| a. Agenda | |
| b. Attendee list | |
| c. Summary or transcript; | |
| VI- Q&A- Copies of each Q&A published; | |
| VII- Receipts/Opening- Bid Abstract and witnesses to bid opening | |
| VIII- Post-Opening Determinations; e.g., MBE; Mistakes in Bids; Tie Bids | |
| IX- Award- | |
| a. Responsiveness of bids; responsibility of lowest bidder | |
| b. Application of any preferences; Reciprocal Preference, Small Business, etc. | |
| c. BPW agenda item if appropriate. | |
| d. Printout of EMM Award Notice | |
| X- Contract- | |
| a. Copy of signed contract | |
| b. contract affidavit | |
| c. living wage affidavit | |
| d. MBE including the Outreach Efforts Compliance Statement and the Participation Statement for each MBE subcontractor | |
| e. any other applicable affidavits, modifications, renewals, etc; | |
| XI- Protest- (If applicable) Documentation associated with protest communication, ie. Protest letter, response, correspondence with MSBCA, MSBCA appeal decision, etc; | |
| XII- Bidder Bids or Responses- From all bidders | |
| XIII- Kickoff Meeting – Copy of Agenda; Copy of NTP letter; Other relevant documents | |
| XIV- Procurement Officer Performance Letters During Contract Term | |
| XV- CD with all E-files including above categories and all e-mails associated with the procurement | |